

10 tips on getting the most out of your Business week

Did you manage your TO-DO-List last week? Or did the week end to quick? Here are some useful tips on how you can get more out of your Business week.

- 1** *Are you planning the coming week? Remember to reserve some time for yourself*
- 2** *Use ABC to prioritize your tasks for the week - all are not equally important*
- 3** *Set an estimated time for each task when you are planning. Keep an eye on the total*
- 4** *Include time with family and friends as well as breaks in your schedule of your business week*
- 5** *Reflect on all remaining tasks from last week. Why are they still here? Lack of time or not important enough?*
- 6** *Can you ask somebody else do do one or more of your tasks - include others in your planning.*
- 7** *When planning your week - make a difference between challenging tasks and routine tasks.*
- 8** *Schedule your tasks for the week sorting out the ones that requires 100% focus and the ones you can do with less focus.*
- 9** *Set alerts in your digital calender for the most important tasks - make no excuse to not start with them on time.*
- 10** *Don't only plan your week - follow up and do some simple statistics - how many % of your tasks did you manage? Set a goal and beat it!*

